

## SPECIAL USE PERMIT FLOW CHART

### APPLICATION

- Submit Application Form
- Submit Required documents
- Checklist approved by Staff



### PUBLIC HEARING

- Notice of Public Hearing in local newspaper (15 days prior to Hearing)
- Notice of Public Hearing to property owners within 300' (15 days prior to Hearing)
- Planning & Zoning Commission hold Public Hearing



### RECOMMENDATION

- Planning & Zoning Commission makes Recommendation to City Council



### PUBLIC MEETING

- City Council considers P & Z Commission's recommendation, hears Public Comments and makes a decision to approve or deny application



### IF APPROVED



The Special Use Permit is issued when all conditions of approval have been implemented.



### IF DENIED



The Special Use Permit is denied and the use cannot occur on the subject property.